Northwest Colorado Fire Management Unit
Aviation Plan
2016

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I. INTRODUCTION:

DOI aviation safety and aircraft mishap prevention is based on the philosophy that all aircraft mishaps can be prevented and that mishap prevention is an inherent function of management.

Success in aviation safety is a partnership effort. Improved aviation safety reduces costs, saves lives, and promotes more efficient and effective accomplishment of important natural resource missions.

Safety: The priority in all BLM aviation missions is the safety of the employees, contractors, and the public.

DOI's Aviation Safety and Aircraft Accident Prevention program is founded on the four pillars of an integrated Safety Management System (SMS). Risk Management as a part of the SMS will be inherent in all aviation missions and programs. The objective of a SMS is to provide a structured management system to control risk in operations. It is centered on a systematic approach to hazard identification and risk management, in the interest of minimizing the loss of human life, property damage, and financial, environmental and societal losses.

The four pillars of aviation safety are: Policy, Risk Management, Assurance, and Promotion.
Pillar number one is Policy: We have existing policy in place that supports the foundation of SMS in our aviation safety programs. Aviation management policies describe authorities, responsibilities, acceptable operating practices, and administrative procedures. Current versions of handbooks such as the BLM Wild Horse & Burro Aviation Management Handbook, Plans such as the NWCFMU Aviation Plan and National Aviation Plan (NAP), and Guides such as the Interagency Aerial Ignition Guide constitute BLM Aviation policy as specified in the 9400 manual.

Pillar number two is Safety Risk Management: This currently is our strongest area, as we have completed assessments for various aviation operations including Helicopter, SEAT, and Aerial Supervision. Risk Management enables personnel at all levels to do exactly what the term implies; manage risks. The process of Risk Management applies to programs and operational missions. The risk management process is designed to manage risk to acceptable levels by the identification, assessment, and prioritization of risks followed by coordinated application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events.

Pillar number three is Safety Assurance: This pillar is focused on turning aircraft mishaps to lessons learned, to corrective actions to result in fewer accidents. Accident Investigation, Preparedness Reviews, Fire Aviation Safety Teams (FAST), Aviation Assistance Teams (ASAT), SAFECOMs, and other tools to monitor and report the health of our aviation programs and prevention efforts. The SAFECOM system as an example is used to report any condition or circumstance which has the potential to cause an aviation related mishap. It is not intended for initiating punitive actions. It is rather a tool to identify, document, track and correct safety related issues. BLM efforts to date have also included a focus on risk management processes, Safety Management Systems (SMS) promotion and training.

The fourth pillar is Safety Promotion: The BLM must promote safety as a core value with practices that support a positive safety culture. This pillar focuses on creating a positive "Learning Culture". Some tools used here include Safety Alerts, Technical Bulletins, recognizing safety excellence, use of the Aviation Lessons Learned Website, and tailgate sessions and Six Minutes for Safety series.

Lessons Learned: Pertinent safety information is disseminated and is used to actively engage fire and aviation resources in the NWC Fire Management Unit. More information regarding aviation lessons learned is available at the Lessons Learned website: http://www.wildfirelessons.net

The use of aircraft has proven to be a valuable and cost effective tool for fulfilling the BLM's mission as a land

management agency. While the majority of aviation use has been directly related to wildland fire management and detection, considerable flight hours have been logged for a wide variety of resource management activities. Some examples of aviation use include wild horse gathers, game counts, wilderness surveillance, minerals compliance, law enforcement, and search and rescue.

The use of aircraft presents unique hazards and risks, which require special consideration. This plan has been compiled using the experience and wisdom of several generations of aviators and aviation users. Many of the policies have been implemented as a result of investigations of accidents and incidents. They have been developed with the hope that accidents, injuries and fatalities can be prevented.

A. PURPOSE:

The Bureau of Land Management (Kremmling Field Office, Little Snake Field Office, and White River Field Offices) have common fire and aviation management missions and objectives. The purpose of this plan is to establish operational procedures and guidelines for Bureau of Land Management pertinent to personnel engaged in aviation activities within the boundaries of the NWCFMU. Guidance with respect to aviation fire operations will be provided to the Fish and Wildlife Service, National Park Service, Counties within NWCFMU and State of Colorado. NPS has a stand-alone aviation plan for Dinosaur National Monument

B. OBJECTIVES:

The objective of this plan is to provide guidelines for the management of routine and special use aviation activities in a safe, efficient, and cost effective manner. The plan is based upon Bureau policy, practices, and procedures. The plan is supplemental to agency Manual direction and in no way replaces them. Providing for pilot and passenger safety is the primary objective for all aviation related operations. All flights will be well planned with aviation risk-management assessments completed to decrease potential hazards. Decisions pertaining to the appropriate aircraft for the mission should be based on the performance requirements for mountainous flying and on safety, rather than cost considerations. Alternative methods of accomplishing the project goals should be considered before any flight is ordered to ensure that only flights necessary to accomplish the project are conducted.

C. REFERENCES:

This plan supplements the DOI Aviation Management Operational Procedures Memorandums (OPMs), Departmental Manuals DM 350-354, National/State Aviation Plans, and Bureau Manual sections 9400, as well as the Interagency Handbooks and Guides currently accepted by the Bureau of Land Management, including the following:

Interagency Standards for Fire and Fire Aviation Operations (2016 Red Book)
Interagency Helicopter Operations Guide (IHOG)
Interagency SEAT Operations Guide (ISOG)
Interagency Airspace Coordination Guide (IACG)
Interagency Aviation Transport of Hazardous Materials Handbook
Interagency Aviation Training Guide - 2014
Interagency Aerial Ignition Guide (IAIG)
Interagency Aerial Supervision Guide (IASG)
Aviation Life Support Equipment Handbook (ALSE)
Military Use Handbook
USFS/BLM Aviation Risk Management Workbook
OMB Circulars A-76, A-126

2013 Operational Procedures Memorandums (OPM)
DOI Departmental Manual 350-354 (DM)
2009 System Safety Guide and Program Risk Assessments
2010 SEAT Human Factors Analysis-Final Report 12/31/09
2009 4740 WH&B Aviation Mgt. Handbook
2010 Single Engine Air Tanker program Safety Initiatives-Human Factors Report
2016 BLM, National Aviation Plan (NAP)
2016 BLM-Colorado State Aviation Plan

D. TOPOGRAPHY AND CLIMATE:

Weather and topography within the unit is typical of the Rocky Mountain Area. Weather conditions range from hot summers to extremely cold winters. Intense summer thunderstorms are a common occurrence as are severe winter storms. The remote terrain features consist of rugged canyons, plateaus, and mountainous terrain with elevations ranging from 5,000 to 12,000 feet. These factors compound the hazards of aircraft operations and must be taken into consideration for the safe utilization and management of aircraft.

II. ORGANIZATION & RESPONSIBILITY

BLM Colorado State Aviation Organization:

Colorado BLM State Director, District/Field Managers: Specific Direction can be found in 350 DM 1 Appendix 3.
The State Director is responsible for all aviation activities within the respective jurisdiction.

District/field office managers are responsible for aviation activities within their units. An assigned Unit Aviation Manager provides oversight and staff assistance on all aviation matters.

State Aviation Manager (SAM): The State Aviation Manager serves as the principal aviation professional for the Colorado BLM State Director and is responsible for providing aviation program management, oversight and support to the district/field office aviation operations within the state of Colorado.

The SAM position provides oversight of the state aviation program and support to the state/district/field offices and the Northwest Colorado Fire Management Unit on all aviation matters. The SAM also provides training support to the state office, local offices and other cooperative agencies.

A. LINE MANAGERS:

Line managers are those individuals who are responsible and accountable for using aviation resources to accomplish BLM programs. Line managers must attend the aviation management training for supervisors (M-3) training course or attend a DOI aviation management line managers briefing course once every three years (M-2),

The BLM Kremmling, Little Snake, and White River Field Managers are responsible for the Aviation program in Northwest Colorado, defined by the boundary of the NWCFMU. Their responsibilities include:

1. Overall safety of the Aviation Management Program.
2. Joint designation of an Aviation Officer.
3. Ensuring that aviation projects are planned in advance by qualified personnel.
4. Approving of all aviation operations and plans.
5. Ensuring that qualified personnel are assigned to projects or fires that use aircraft.

B. NWCFMU UNIT AVIATION MANAGER:

The Unit Aviation Officer is appointed by the District Manger to serve as a focal point and advisor for the aviation program. Currently, those duties have been appointed to the NWCFMU AFMO. The Aviation Manager provides technical and management direction, guidance, and leadership in the support of NWCFMU aviation use. Aviation Officer Responsibilities:

1. Ensures that all operations are conducted in a safe and efficient manner within the parameters of Agency Policy, Handbooks, and Guides.
2. Informs the State Aviation Manager (SAM) of Unit Aviation program requirements and problems.
3. Develops and updates annually, the Unit Aviation Management plan and flight hazard map.
4. Reviews payment invoices, coordinating the processing of payment invoices and reconciliation of billings.
5. Reviews and approves all requests for aircraft use on the unit.
6. Reviews and signs all special use aviation plans and submits them to the SAM for review and to the appropriate Line Officer for approval.
7. Designates an acting Aviation Officer in their absence.

C. DISPATCH CENTER MANAGER OR ACTING:

Dispatch Center Manager Responsibilities:

1. Obtains user information to assist in completion of flight request forms and to acquire the appropriate aircraft.
2. Supervises dispatching and flight following of aircraft.
3. Ensures completion of Aircraft Use Reports including OAS-23E.
4. Develops and updates annually, the Aircraft Pre-accident Plan.
5. Trains and supervises subordinate Aviation Dispatchers.
6. Initiates search and rescue procedures for overdue aircraft.

D. ZONE AVIATION COORDINATOR:

Each fire management zone within the NWCFMU protection area will have an Aviation Coordinator. The Zone FMOs will serve in this capacity as a focal point for receiving and distributing current information concerning aviation policy as well as general aviation information. In cases where the Zone FMO is either not available or there is not one assigned these duties will be absorbed by the Unit Aviation Officer. The aviation coordinator works closely with the Aviation Officer to ensure that aviation training requirements are met; that flight requests, flight plans, special use plans, and fiscal documentation are submitted in a timely manner. Responsibilities include:

1. Ensure safe aircraft operations on their unit.
2. Keep Aviation Officer informed of aircraft use and the need for aircraft services to accomplish local unit work.
3. Ensure that properly trained, qualified people are involved in planning and supervising aviation operations.
4. Ensure that project aviation safety plans have been developed approved and are followed for all projects on their unit involving aircraft.

E. PROJECT SUPERVISOR:

Supervisors of projects using aircraft are responsible for:

1. Ensuring safety of all personnel involved with the project.
2. Developing appropriate aviation safety plans. The Aviation Officer or Zone Aviation

Coordinator is available to assist with planning.
3. Submits Flight Request forms with assistance from the Dispatch staff, if necessary, to Dispatch Center and jointly goes over checklist with Aviation Officer/Acting and Flight Dispatcher.
3. Using qualified personnel in appropriate positions (such as helicopter manager, helicopter crew member, helispot managers).
4. Coordinates with Aviation Officer and/or Dispatch Center Manager or acting to determine the appropriate aircraft.

F. FLIGHT MANAGER

All flights will have a Flight Manager who may or may not be the Project Supervisor. In the case of helicopter operations the Helicopter Manager may also fill this function. Flight Manager will ensure compliance with contract or ARA requirements and is responsible for coordinating the given flight or project. Aside from the pilot, the Manager has primary responsibility for flight safety and must have received approved flight manager training within the last three years.
Responsibilities include:

1. Verifies that pilot and aircraft are carded for the type of mission to be conducted.
2. Ensures that a flight plan has been filed and is followed by the pilot.
3. Ensures that a pre-flight passenger and pilot briefing is conducted.
4. Ensures personnel protective equipment (PPE) is available and properly worn by all individuals on special use flights.
5. Ensures flight following requirements are met.
6. Verifies on the flight payment document (OAS-23E) that services were received and amounts are correct.
7. Submits flight documents to the Dispatch Center for review and documentation.
8. Reports accidents, incidents, and hazards using the appropriate form.
9. Ensure that end of day or end of project debriefing is conducted.

G. AIRCRAFT DISPATCHER:
The Aircraft Dispatcher will be assigned the day of the mission and will be dedicated to that flight. Aircraft Dispatcher responsibilities:

1. Verify Project Aviation Safety Plan is on-hand along with the flight request form and that the check list is completed, approved and is physically located at the desk.
2. Ensures that the Aviation Officer is briefed on current and anticipated aviation activity.
3. Enters all communication with the aircraft into flight following log with time of contact and current location of aircraft.
4. Initiates communication with aircraft if there is a lapse in reporting intervals from the aircraft.
5. Initiates search and rescue procedures for missing aircraft.
6. Notifies Aviation Officer of any accidents, incidents, or hazards encountered with the flight.

H. PASSENGER:

Travel on Agency owned or acquired aircraft is restricted to official passengers. All passengers will be approved on the flight plan. Although many responsibilities are delegated to the flight manager, each passenger must receive a briefing by an aircrew member for all special use missions and be aware of the

mission safety requirements and conduct themselves in a safe manner in and around the aircraft. Each passenger is responsible for their own safety and may choose to cancel the mission or not participate if they feel themselves at risk. Unsafe situations will be reported immediately to the Aviation Officer. Documentation of such occurrences is encouraged using the Safecom format.

1. **Official Passengers include:**

a. Officers and employees of the Federal Government traveling on official business.

b. Members of Congress and employees of Congressional committee staffs whose work relate to Agency business.

c. Non-Federal passengers when engaged in missions that enhance accomplishment of agency business.

2. **Unauthorized Passengers** will not be transported in Agency aircraft. An official passenger may become unauthorized in some cases such as when an air attack aircraft is transporting passengers on a point-to-point mission and is diverted to an air attack mission. In such cases the aircraft will land as soon as is possible and let off the passengers now unessential to the mission.

3. **Volunteers** are official passengers when traveling on official business. They must have applicable aviation safety training and may not participate as an aircrew member or pilot. Volunteers may not be aboard for special use missions and may not transport Federal employees, on official business, in a personal aircraft. Taking annual leave by the Federal employees, while conducting official business, does not provide an exemption to flying with a volunteer or on a cooperator aircraft.

III. TRAINING REQUIREMENTS

This applies to personnel who are delegated or authorized to plan, organize, direct, control, oversee, or administer aviation or aviation safety programs within the BLM. The training requirements for aviation managers can be found in *OPM 13-4, Appendix 1*. An in-depth description of each position and role can be found in *Interagency Aviation Use and Management Qualifications Guide*. https://www.iat.gov/

Documentation, for non-fire personnel, indicating the completion of the required training to perform external load work shall be maintained at the interagency aviation training website: https://www.iat.gov/

The Northwest Colorado Fire and Aviation Management Unit policy is to provide an ongoing training program in aircraft use and safety to all employees who fly. The Aviation Officer will distribute information about aviation training provided outside of the local area. Training requirements are as follows:

A. AVIATION OFFICER:

1. Basic OAS Aircraft Safety Train-the-Trainer (3 year recertification)
2. ACE/IAT training, (3 year recertification or as outlined in IAT Matrix for Aviation Manager)
3. COR Training (recommended) (3 year recertification)
4. Basic Aviation Management S-270
5. Senior Level Aviation Management (recommended)

B. DISPATCH CENTER MANAGER

1. Basic Aviation Safety (3 year recertification)
2. ACE/IAT training, (3 year recertification or as outlined in IAT Matrix for Aviation Dispatcher)
3. Basic Aviation Management (S-270 or S-271)

4. Aircraft Dispatcher Training (D-312 or A-207)

C. ZONE AVIATION COORDINATOR:

1. Basic Aviation Safety (3 year recertification)
2. ACE, when available (recommended, not required)
3. Basic Aviation Management S-270

D. FLIGHT MANAGER/CHIEF OF PARTY & PROJECT SUPERVISOR:

1. Basic Aviation Safety (3 year recertification).
2. ACE/IAT training, (3 year recertification or as outlined in IAT Matrix for Project Aviation Manager)

E. AIRCRAFT DISPATCHER:

1. Local Dispatch Training
2. Basic Aviation Safety (3 year recertification)
3. Basic Aviation Management (S-270)
4. Aircraft Dispatcher Training (D-312 or A-207)

F. PASSENGER/AIR CREWMEMBER

1. Basic Aviation training, A-100 (3 year recertification), is **recommended** for the occasional passengers who fly point to point, high-level reconnaissance, fire fighter transport or other non-special use missions. A complete safety briefing will be conducted each time prior to flight.
2. Basic Aviation training (A-100, A-116, A-200) is **required** for passengers/flight crews that fly special use missions (3 year recertification).

G. SUPERVISOR:

Supervisors are those individuals responsible for employees that use aircraft to accomplish bureau programs. Supervisors must attend the aviation management for supervisors training course (M-3). BLM supervisors can take the initial course either in a classroom or online. Refresher for M-3 is required once every three years and may be completed online. Supervisors should reference *OPM-4 Aviation User Training Program* and *Interagency Aviation Use and Management Qualifications Guide* for further information on required training.

IV. FLIGHT OPERATIONS

These policies apply to all aviation activities flown over the Northwest Colorado Fire and Aviation Management Unit. All aviation operations will comply with Federal Aviation Regulations (FARs), Departmental and Forest Service Manuals, Interagency Handbooks, Guides, OPMs, Colorado State Office, and the Northwest Fire Management Unit Aviation Plan.

A. GENERAL AVIATION OPERATIONAL PROCEDURES:

1. Pilot Card and Aircraft Data Card. Only appropriately carded (OAS or Forest Service) aircraft and pilots will be used. In most cases the cards will be an interagency issue.

Pilot card: The flight manager is responsible to verify that an OAS or OAS/USFS Interagency Pilot card is in possession of the pilot and that the pilot is carded specifically for the planned mission. Aircraft Data Card: The flight manager is also responsible to verify that an aircraft data card is on board and that the aircraft is approved for the planned mission.

2. Card Not in Possession. If either the pilot card or aircraft data card cannot be produced, the flight manager will notify the Dispatch Center to verify the Pilot and Aircraft card status on the

source list. If neither is listed on the source list the Aviation Officer will contact either OAS Technical Services Office in Boise, PHONE: 208/433-5076 FAX: 208/433-5085, or the Region 2 Aviation Officer to check on pilot or aircraft status. Only after receipt of a verbal approval or FAXED copy of the Pilot/Aircraft card may the mission continue.

3. Safety Briefing. A "Safety of Flight" briefing shall be given to all personnel prior to every flight, including, but not limited to, use of seat belts, location of exits, approach and departure from the aircraft, location of first aid kit, fire extinguishers, crash procedures, use of PPE, and emergency equipment.

4. Ordering. Aircraft services will be ordered only with approval by the Aviation Officer and through the Dispatch Center in Craig. Requests for aircraft are encouraged to go through the Aviation Officer.

5. Documentation. An appropriate aircraft management, procurement, and safety plan such as a PASP will be prepared by the user, and approved by the appropriate BLM Field Manager before initiating any aviation activities.

6. Flight Manager/Aircrew. A Flight Manager/Aircrew member shall be assigned for every flight carrying passengers. The project manager or helicopter manager may fulfill this function.

7. Instrument Flight (IFR). A pilot and co-pilot, qualified in accordance to FAR Part 135, are required for all IFR flights, except when aircraft is equipped with a fully functioning autopilot capable of maneuvering the aircraft about its three axes. Only multiple engine aircraft are permitted to fly IFR with Agency personnel on board.

8. Single Engine Aircraft. Day VFR only, no night passenger flying with single engine aircraft except for the DFPC MMA aircraft. Regional power requirements are for engine to be at least 225 horsepower or turbo charged with no less than 200 horsepower.

9. Low Level Flight. Except for takeoffs and landings, no aircraft will be flown below 500 feet AGL. The following exceptions are allowed:

a. Lead plane missions.
b. Para cargo drops using multi-engine aircraft.
c. Projects with an approved Project Aviation Safety Plan (PASP) that addresses the need for the low level flight.
d. Retardant missions.

10. Flight Hazards. A review of the area flight hazard maps and a flight hazard briefing must be accomplished before any flights are scheduled.

B. <u>FLIGHT AND DUTY LIMITATIONS:</u>

Pilots shall be limited to the following Standard Flight and Duty Limitations:

1. Maximum 14 hour duty day, flight time shall not exceed 8 hours total per day.

2. Flight time shall not exceed 42 hours in any 6 consecutive days.
3. Pilots accumulating 36 to 42 hours of flight time in any 6 consecutive days shall be off duty the following full calendar day.
4. Within any 24-hour period, pilots shall have a minimum of 10 consecutive hours off duty prior to beginning of next duty day.
5. Duty time includes flight time, ground work, standby and alert status. Travel to and from lodging in excess of 30 minutes is considered duty time.
6. During any 14 consecutive days, pilots shall be off duty for 2 full calendar days. Days off need not be consecutive.

C. FLIGHT HAZARD MAPS:

All mission types of flights are limited to VFR daylight. Flight below 500' AGL requires a high level recon (Above 500' AGL) of the project area before descent to mission operating flight profiles. Flight hazard maps will be maintained at the Craig Interagency Dispatch Center and updated as needed. A copy should be located at each operating base, Field Office and District Office. Fixed-wing and helicopter pilots flying low-level flights (under 1,000 feet AGL) will be briefed on the hazards before the mission. Airtanker pilots, and lead plane pilots should also be briefed on flight hazards before their missions.

D. COMMUNICATION:

Communications between aircraft and the designated flight following facility should be established prior to any aviation operations over the unit.

Name	Frequency	Use
Air Guard	168.625 mhz Tone 110.9 RX	To be used only for emergencies or initial contact
Flight Following	168.650 mhz Tone 110.9 Rx and Tx	National frequency
Flight Following	Local Assigned Dispatch Frequency	

Initial Attack Air-to-Air and FM Air-to-Ground tactical frequencies have been assigned for different parts of the Rocky Mountain Region. In Zone 2, Craig Dispatch will use the assigned Primary Air-Ground Frequency and Grand Junction Dispatch will use the Secondary Air-Ground Frequency. In Zone 5, Craig Dispatch will use the assigned Primary Air-Ground Frequency and Fort Collins Dispatch will use the Secondary Air-Ground Frequency. If additional frequencies are needed to support fire activity they will need to be ordered at that time.

(See Appendices N, for 2016 frequencies and zone maps).

(Also see Section V - Dispatching and Controlling Flights, for more information on aviation communications.)

E. COOPERATOR & OTHER AGENCY AIRCRAFT:

Cooperator aircraft and pilots may be used if all agency requirements are met. These flights must be discussed well in advance with the Aviation Officer. Approval will be routed to DOI Aviation Management by the State Aviation Manager. Once verified that an aircraft worthiness certificate and pilot qualification card are on file with the FAA that meet agency requirements, the information will be FAXED to the Dispatch Center before commencement of the mission. A Flight Manager will be assigned to ensure that all aviation policy requirements are met, including Flight Plan, Project Aviation Safety Plan and use of PPE as appropriate. Flight following will normally be conducted through the Craig Interagency Dispatch

Center, although flight following through the cooperating agency is permitted as long as all agency policy standards are met and the cooperating agency is in contact with the Craig Interagency Dispatch Center for periodic status updates.

F. APPROVED FLIGHT PLANS:

All flights conducted within the NWCFMU will have an approved flight plan. Appropriate personnel should complete their project plans far enough in advance to allow review. Technical assistance for preparation of the plan is available from the Aviation Officer, Dispatch Center, and BLM State Aviation Officer as needed. Planning requirements for aviation use in fire suppression (e.g. helitack, smokejumpers, water, and retardant missions) are met by the Bureau Manuals-and Handbooks. The Dispatch Center shall maintain copies of Project Aviation Safety Plans for reference during the project or later.

1. GENERAL USE FLIGHTS: Point-to-point flights will have a flight plan approved by the Aviation Officer or their acting. This Aviation Plan coupled with an aircraft request form will normally serve for the Aviation Safety Planning requirements for point-to-point passenger flights.

2. SPECIAL USE FLIGHTS: Special use activities are the utilization of aircraft in support of agency programs that require special consideration such as:

a. Flights conducted at or below 500 AGL.
b. Changes to the aircraft that modifies the aircraft's standard airworthiness certificate.
c. Wheel operations conducted on unimproved landing sites.
d. Aerial ignition activities
e. External loads
f. Hover sites
g. Rappelling
h. Short haul
i. Animal counting, gathering and capture
j. Toe-in, single skid and step out landing
k. Take-off or landing requiring special techniques due to hazardous terrain or surface conditions.
l. Reconnaissance

3. PROJECT AVIATION SAFETY PLANS BLM: Per the 2016 NAP Sec. 4.3.2 Project Aviation Safety Planning:
"Accident prevention is paramount when planning individual aviation projects. Flights may not deviate from Department and Bureau policy and procedures, except for safety of flight considerations. A written PASP or; at a minimum for low complexity/one time flight projects, a 9400-1a form shall be completed and approved for every non-fire mission flight or aviation project. The PASP's shall be reviewed by the UAM and approved by the appropriate level of authority per the state/unit aviation plan. Managers should be briefed by the UAM prior to their approval of the plan."

Local Unit Requirements:
All non-fire flights and/or projects will have a written Project Aviation Safety Plan or, at a minimum for low complexity, one time flight projects, a 9400-1a form shall be completed and approved. The PASP shall be reviewed by the Unit Aviation Manager and approved by the appropriate Field Manager. Managers should be briefed by the UAM prior to their approval of the plan.

4. Safety Plan Levels of Complexity: All Project Aviation Safety Plans (PASP's) will be reviewed by the State and Unit Aviation Officers and then approved by the appropriate Line Officer as outlined above.

It is the responsibility of the Project Manager to contact the Aviation Officer to determine the level of planning required. The plan need be no more complex than necessary to execute the job and insure a safe and economically efficient operation. In some cases, such as high-level point-to-point flights, this plan coupled with the information contained on the reverse side of the Aircraft Flight Request Form will suffice for a Forest Project Aviation Safety Plan.

In some exceptional cases, such as a one-time special use mission, and with appropriate level of approval, the reverse side of the Aircraft Flight Request Form may serve as a Project Aviation Safety Plan (BLM). In all other cases involving special use, a Project Aviation Safety Plan will be developed along with a completed Aircraft Flight Request Form, along with a map of the project area detailing aerial and other hazards. Once a safety plan is developed it can be updated with the aviation request form as long as the following missions are to the same area and have the same mission profile. In all cases the Project Manager needs to contact the Aviation Officer well in advance to determine the level of planning necessary for Special Use flights.

G. LAW ENFORCEMENT:

Law enforcement flights will be handled on a case-by-case, need-to-know basis, according to the amount of security involved with the operations. It is important to remember however that LE Personnel involved in any aviation operation will adhere to DOI and Bureau aviation policy. Local LE personnel that are required to utilize aircraft to support LE operations shall discuss all aspects of the operation with the UAM and SAM well in advance of the operations. A PASP will be prepared and reviewed by the SAM or UAM prior to commencing operations. Line officers shall be informed of LE activities within their area of responsibility.

LE personnel involved in any aviation operation will adhere to DOI and bureau aviation policy. Local LE personnel that are required to utilize aircraft to support LE operations shall discuss all aspects of the operation with the UAM or SAM, well in advance of operations. The BLM SAM must be briefed on all BLM law enforcement involvement in short haul missions occurring within their state. The UAM will review all LE PASPs prior to commencing operations. Line officers shall be informed of LE aviation activities within their area of responsibility. LE personnel involved with aviation activities shall receive and be current in required aviation training (NWCG and/or IAT) commensurate with the aviation position they will fill, prior to any aviation operations. LE personnel will utilize aircraft and pilots that have been approved by OAS for the intended use. Aircraft contracted for fire/resource operations are allowed to conduct non-threatening surveillance and reconnaissance law enforcement missions only. •• Certain LE operations could lead to actions in conflict with DOI policy; (reference BLM *NAP 5.6* Emergency Exception to Policy). •• Certain exceptions to policy for undercover Law Enforcement operations are addressed in *351 DM 1.6.D.*LE personnel will submit as required to the SAM/UAM, the BLM Law Enforcement Aviation Statistics form for all law enforcement aviation operations. The form is located at:
http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Administration.html

Colorado BLM has an approved MOU with the Colorado Army National Guard. The MOU permits BLM

Law Enforcement personnel to fly on board ANG aircraft during law enforcement missions, i.e. drug interdiction missions.

LE personnel involved with aviation operations shall receive and be current in required aviation training (NWCG or IAT) commensurate with the aviation position they will fill, prior to any aviation operations.

Aircraft contracted for fire/resource operations are not mandated to participate in potentially hazardous or threatening LE operations.

H. UNMANNED AERIAL SYSTEMS (UAS)

Unmanned Aircraft Systems (UAS) by definition are considered aircraft. The overall responsibility for management within the DOI rests with the Office of Aviation Services (OAS). **Reference *OPM 11* for current DOI policy guidance.**

A Memorandum of Agreement (MOA) between the FAA and DOI regarding operation of Small Unmanned Aircraft Systems in Class G airspace has been approved. The MOA can be referenced at: http://oas.doi.gov/library/ib/library/FY2014/IB1403.pdf

FAA policy for UAS operations is that no person may operate a UAS in the National Airspace System without specific authority. For UAS operating as public aircraft the authority is the Certificate of Authorization (COA) or through a Memorandum of Agreement with the FAA. For UAS operating as civil aircraft the authority is special airworthiness certificates, and for model aircraft the authority is AC 91-57. For those UAS flight operations occurring in Special Use Airspace such as Military Operations Areas (MOA's) or Restricted Areas (RAs), written approval and permission must be obtained prior to conducting flight operations by the controlling or using agency assigned to manage the airspace.

UAS operations are specified by the FAA for Federal Government, state/local agencies and qualifying universities in addition to FAA granted exemptions and specific contracted operations. Operations of UAS under FAA Advisory Circular AC 91-57 (Radio Controlled Aircraft) are intended for hobbyists and not government or commercial operators. Certificate of Authorizations (COA) for all UAS operations are required.

Model aircraft are to be flown only for recreation or hobby purposes and not be used for agency purposes. For further information, refer to: http://www.faa.gov/uas/publications/model_aircraft_operators/

The FAA has requested representation from each agency (i.e. DOI, USFS, U.S. Navy, etc.) in the unmanned aircraft system group. The FAA has designated the OAS as the representative for the DOI in the COA process.

UAS Request/Approval Process: BLM must not conduct UAS operations until requests are approved by BLM line management and NAO, and all minimum requirements including an approved PASP, have been met. Requests must be initiated well in advance of the project which could be at least several months (estimated) prior to the anticipated UAS mission start date.

Feasibility by BLM Unit: Initial feasibility discussions are conducted between BLM unit, UAM, National UAS Program Manager and NOC. Local unit line officer will make the decision to go forward with request. Request & Proposal by BLM Unit: The local unit will prepare and submit a formal request to initiate a UAS project (memo signed by line officer). This proposal must include the general purpose, objectives and justification for utilizing UAS.

Bureau National UAS Program Manager Review: The request must be routed through the SAM to the national UAS Program Manager and NOC for review and approval/disapproval. If approved, the national UAS Program Manager, in conjunction with NOC, will determine if flight operations under the DOI/FAA MOA or the COA is appropriate for the flight mission.

Request for Certificate of Authorization (COA), if needed: If the Bureau proposal is approved, the OAS UAS Coordinator will work directly with Bureau requestor and aviation manager to develop the FAA application for a COA. Collaboration and agreement will occur prior to official commitment of the application. The OAS UAS coordinator will keep the Bureau informed on the status and issuance of the COA. The COA, once issued, shall serve as the UAS operations plan along with the PASP.
For additional information regarding minimum operational requirements, qualifications, emergency operations and interagency fire use of UAS reference NAP 5.29.

I. PERSONNEL PROTECTIVE EQUIPMENT (PPE) and AVIATION LIFE SUPPORT EQUIPMENT (ALSE): ***See 351 DM and the ALSE Handbook***

Pilots and passengers are required to wear appropriate PPE and ALSE depending on the mission and for all special use flights under 500 ft. AGL. The required PPE will include: Aviators flight helmet (SPH-4 or equivalent), fire retardant clothing (nomex), flight gloves or all leather gloves, and leather boots reaching above the ankles.

Per the Interagency Helicopter Operations Guide (IHOG) in Chapter 9-Requirement for PPE-Flight Missions states clearly that fire fighters on all helicopter point-to-point flights must wear an approved aviator flight helmet, nomex clothing, leather gloves, and leather boots. The exception being that they may wear a hardhat with a chinstrap in lieu of an aviators flight helmet ONLY when being transported as a passenger during fire operations from an established, managed helispot/helibase to another established, managed helispot/helibase.

J. AIRCRAFT MISHAP NOTIFICATION: ***See 352 DM 6.5 for additional Guidance***

All aircraft incidents and accidents will be reported to the Aviation Manager immediately.

1. An incident is defined as any unintended, unplanned, or irresponsible occurrence, which could or does result in minor injury to the passengers and could or does result in minor damage to the aircraft, or could lead to an aircraft accident.

2. Incidents will be documented using the SAFECOM Information System. It is essential that all incidents, however minor, be reported; as this may be a recurring problem with a particular type of aircraft, or a safety situation that needs to be immediately brought to the attention of agency aviation users. Safecoms can be submitted via the internet at www.safecom.gov.

3. An accident is any situation involving an aircraft in flight, or with engines running, where there is serious injury to passengers or pilot, or substantial damage is done to the aircraft.

Initial Report of Aircraft Mishap (Form OAS-77), will be used to begin documentation on any aircraft accident. The Aviation Officer will take the lead on completing all accident reports, and notify the appropriate Bureau and Forest Service aviation personnel as required. Form DI-134 must also be completed for Department of Interior reporting procedures. ACCIDENTS WITH FATALITIES REQUIRE IMMEDIATE NOTIFICATION OF THE APPROPRIATE AGENCY LINE OFFICER.

For a complete list of notifications and procedures in the event of an incident or accident, **see the AVIATION MISHAP RESPONSE GUIDE located in Craig Interagency Dispatch Center at the Aircraft Radio Console/Desk.**

V. HELICOPTER OPERATIONS:

Helicopter operations present unique hazards which make it especially important that everyone involved with the operation be qualified for their position and that the type of helicopter used is fully capable of performing the desired mission. As with other aviation activities, only carded aircraft and pilots will be used.

A. HELICOPTER MANAGER:

A helicopter manager will be assigned to all projects within the NWCFMU that involve helicopter use (the exception being BLM End Service Contracts). The Aviation Officer will determine the level of complexity of the proposed project and determine the appropriate level of manager qualifications needed. Low complexity projects with one aircraft that involve the loading and off-loading of passengers may only require the lowest level of qualification. Three levels of qualifications are out lined in the IHOG (chapter 2) with the highest qualification standard listed first:

1. Helicopter Manager (minimum qualification standards are established by the NWCG in the PMS 310-1). Each agency may require additional training, experience, and currency standards of their employees as long as the meet the PMS 310-1 minimum standards. The position of helicopter manager applies to exclusive use, Contract Fire Helicopter Manager as well as Call-When Needed Fire Helicopter Managers. A list of duties for this position may be found in Chapter 2 of the IHOG.

2. Resource Helicopter Manager/Helicopter Flight Manager ***(Refer to the 2014 IAT Guide in Position Descriptions and Required Training Section for required training)***. Non-complex project missions need only be supervised by a Helicopter Flight Manager who has been trained and qualified to conduct simple helicopter missions such as point-to-point transport of personnel, low and high level recon, and landings at or takeoffs from improved or unimproved sites; no extensive transport of groups of personnel or cargo from one site to another.

B. HELICOPTER LOGGING:

It is against FAA regulations for timber sale administrators to ride in the helicopters carrying the logs; and riding in any accompanying aircraft requires following administrative use procedures.

C. MILITARY HELICOPTERS: *See OPM 13-41 for Guidance on use of National Guard Helicopters and the IHOG Chapter 2: Personnel, Section III Helicopter Management.*

Military helicopters are only to be used in emergency situations, such as search and rescue, or medical evacuations. Their use on fires is only allowed if private sector aircraft are not available, and the Regional Aviation Officer has approved them. (See 'Military Aircraft' in Section VI, Aviation Use for Fire; and/or the National Guard Operating Plan for more information; or consult the Forest Aviation Officer.)

D. LOAD CALCULATIONS:

The pilot is responsible for calculating the allowable payload. The pilot will complete a helicopter load

calculation using the proper performance charts and the pilot's calculations will be checked by the Government Representative (Helicopter Manager or Project Manager) prior to any helicopter flight. The initial load calculation will remain sufficient for subsequent flights if conditions remain the same. A new load calculation will be required and completed when an increase or change in any of the following factors occurs:

1. Weight of the flight crew
2. Fuel on board aircraft
3. Aircraft equipment weight
4. Temperature
5. Elevation

Additionally, a new load calculation is required as conditions at the take-off or landing sites change, to reflect Hover-in-ground (HIGE) or Hover-out-of-ground (HOGE) effect performance requirements.

E. HAZARDOUS MATERIALS: *See 351 DM 1.6b and the Interagency Aviation Transport of Hazardous Materials Handbook.*

Transportation of Hazardous Materials such as gasoline is discouraged except for special instances such as aerial ignition on a prescribed burn. Fuel for equipment and equipment containing fuel, can be transported externally (sling loads) by helicopters. The Forest Service and BLM are a formal party to Hazmat Special Permit: DOT-SP-9198, but the need for transporting hazardous materials must be specifically addressed in the operating plan that is approved by the Forest Supervisor/Field Office Manager. All hazardous material handlers must receive U.S. DOT approved training. (See Aviation Transport of Hazardous Materials Guide, for more information.)

DOT-SP-9198 requires:

A current copy of the Interagency Aviation Transport of Hazardous Materials Handbook/Guide, and the Emergency Response Guide (ERG) must be carried aboard each aircraft transporting hazardous materials.

A current copy of the special permit, the hazardous materials handbook/guide, and the ERG must be maintained at each facility where the hazardous materials are offered or reoffered for transportation.

All aircraft operated under this special permit must be Government owned or under a Government contract and under the exclusive direction and operational control of the DOI or FS for the purposes of firefighting, search and rescue, law enforcement or biological/geological resource management.

All personnel who perform a function subject to this special permit must receive training on the requirements and conditions of the permit.

VI. AIRTANKER/LEAD AND AIR TACTICAL OPERATIONS:

Aviation operations over an incident are often conducted under extremely adverse flight conditions. Congested airspace, reduced visibility, adverse weather conditions, and mountainous terrain all add to the complexity of aircraft operations. Situations and complexities dictate the level of supervision required to safely and effectively conduct the aerial operations. The ATCO/lead plane, ATGS/air tactical supervisor, ASM and the HLCO/helicopter coordinator may provide air tactical supervision. This section identifies the level of air tactical supervision required over an incident. It is written to summarize the intent of BLM directives. Refer to BLM for official policy guidance.

A. AERIAL SUPERVISION REQUIREMENTS:

1. Required Aerial Supervision by a Lead plane. A lead plane shall be over the incident prior to commencing operations when:

a. The air tanker pilot is not initial attack rated.
b. Operations are over congested areas.
c. MAFFS, C-130 are assigned. The lead plane pilot shall be approved for MAFFS operations.

2. Required Aerial Supervision by either an ATGS or ATCO/Lead plane. An ATGS or Lead plane shall be over the incident when:

a. Non-initial attack rated (level two) SEATS are operating with other tactical aircraft.
b. Initial attack rated SEATS are operating over an incident with three or more tactical aircraft.
c. Retardant missions during low ambient light conditions. Multi-engine air tankers may drop earlier than 30 minutes before sunrise and no later than 30 minutes after sunset if the ATGS or lead plane pilot has determined that visibility or other safety factors are suitable. As a general standard such activities will only be considered when life or inhabited structures are directly threatened.

3. A lead plane and an ATGS must be ordered in the following situations:

a. Two or more airtankers and two or more helicopters are over the incident.
b. When requested by airtanker, ATGS, LEAD, ATCO, or ASM
c. Marginal weather conditions such as poor visibility and turbulence. **(see below)**

e. <u>135.203 Visual Flight Rule (VFR) visibility requirements:</u>

"No person may operate an airplane under VFR in uncontrolled airspace when the ceiling is less than 1,000 feet unless flight visibility is at least 2 miles." For helicopters the minimum is 1/2 mile visibility. These are the FAA regulations.

When experiencing decreased visibilities which may still be above stated VFR minimums, the reduced visibilities necessitate the need for aerial supervision regardless of the number of aircraft operating over the incident. **It is imperative to safe flight that an ATGS or Lead be dispatched ahead of other aerial resources to incidents requesting fixed-wing retardant/foam or water while conditions persist in order to evaluate the visibility and ability to operate safely within the Fire Traffic Area (FTA) or Temporary Flight Restrictions (TFR) whichever applies.** Incident commanders need not evaluate whether or not aerial supervision is appropriate, it is at this time, regardless of published standards.

All requests from pilots for aerial supervision will be honored regardless of the reason.

Refer to the 2014 Interagency Aerial Supervision Guide, Chapter 4

For helicopter operations a HLCO should be considered as conditions persist.

4. A lead plane must be ordered in the following situations. If the order cannot be filled then an ATGS will be ordered.

a. Two or more airtankers over the incident
b. When a lead plane is requested by airtanker pilots or the ATGS.
c. When smokejumper or paracargo aircraft are over an incident with two or more

airtankers.

d. When an incident has two or more Branches.

B. TEMPORARY FLIGHT RESTRICTIONS ***See 351 DM 1.6c and Interagency Airspace Guide***

1. A TFR request will be routed by the requesting agent, such as, the assigned ATGS or Incident Commander through the servicing Dispatch Center to the Rocky Mountain Coordination Center (RMACC). The aircraft resource order (ROSS) and Request for a Temporary Flight Restriction form will be used to order and document the TFR request.

2. When the TFR is no longer required, cancellation by the FAA will be requested through RMACC. Cancellation of the TFR will be documented on the aircraft resource order (ROSS) and Request for a Temporary Flight Restriction form.

VII. DISPATCHING AND FLIGHT CONTROL

A. SCHEDULING AIRCRAFT SERVICES/ELEMENTS OF THE PROCESS:

The project leader will initiate flight requests by contacting the Zone Aviation Coordinator or the Craig Interagency Dispatch Center and by completing an Aircraft Flight Request Form located at http://gacc.nifc.gov/rmcc/dispatch_centers/r2crc/dispatch/Aviation.htm

See http://oas.doi.gov/ or www.fs.fed.us/fire/ for the current list of approved aircraft and pilots for use by BLM and USFS. Only specific personnel may order aircraft. These include the Aviation Officer, and Aviation Dispatchers at Craig.

1. Non-fire related missions must be approved by the appropriate Line Manager, with a valid activity (charge code) assigned to the project prior to flight.

2. Aircraft Flight Requests/schedules should be submitted by the user requesting the mission at least one week in advance to ensure time to acquire the aircraft best suited to the project.

3. Special Use Plans (PASP's) and the associated Hazard Analysis should be completed and circulated for review and signature by the appropriate State Aviation Manager, the Unit Aviation Officer, and final approval by the Line Officer at least 5 days in advance of the flight.

4. The Craig Interagency Dispatch Center will obtain the appropriate aircraft for the planned mission and notify the project leader as to availability and costs.

5. The day before the flight, the Craig Interagency Dispatch Center will confirm the schedule with the vendor and project leader or flight manager. If a radio or PPE is required, that equipment can be checked out to the flight manager from the Zone FMO.

6. On the morning of the mission, the flight manager or project leader will contact the Craig Interagency Dispatch Center to confirm the flight plan and discuss any minor changes. An Aircraft Dispatcher will be assigned and given a copy of the flight plan, Project Aviation Safety Plan, and pre-accident plan.

7. A Standard Aircraft Safety Briefing will be completed by the Flight Manager and Pilot just prior to the flight.

8. A post-flight evaluation which identifies any problems encountered so that corrective

action can be taken on future flights.

B. END PRODUCT CONTRACTS: ***Refer to OPM 13-35 which establishes policy and procedures for the identification of projects for end-product/service or flight service contracting.***

The intent of this type of procurement is for the contractor to supply all personnel and equipment in order to provide a "service" or "end-result". Since these are not flight services contracts, the AMD does not perform any acquisition service. End product contracts are administered from the state office or Denver NOC procurement units. Contracts which use aircraft for by-the acre seeding, by-the head wild horse gathers or aerial photography are typical examples of End Product Contracts. Warranted contracting and procurement personnel at either the Local State Office level establish these contracts.

1. BLM does not have any operational control over the mission in any way, including, directing the aircraft as to flight profiles, flight following, landing areas, fueling/loading procedures, use of PPE etc. including participating in the management of the aircraft or in any part of the contract aviation operations or development of a Project Aviation Safety Plan. As a courtesy the contractor should notify the Craig Dispatch Center prior to commencement of operations for the purpose of air space coordination.

2. Contracting Officers will contact the Aviation Officer to review the Contract Specifications to ensure that no aircraft requirements are written into the contract.

3. In cases where it is deemed necessary for a Federal employee to inspect the work site or to do inventory by air, a carded aircraft will be required. These are "flight service" procurements (completely separate from the End product contract). At this point the aircraft is not operating under the End Product contract and flight use is covered by an Aircraft Rental Agreement (ARA)/USFS Contract and documented on an OAS-23E or FS-122.

C. FLIGHT FOLLOWING:

Flight following will be conducted utilizing the satellite Automated Flight Following (AFF) Program. See Appendix E for the procedures as outlined in the National Mobilization Guide.

All flights not capable of AFF will be radio flight followed by a qualified Aircraft Dispatcher in accordance with the following procedures:

1. In most cases, radio flight following will be through the Dispatch Center in Craig. This may be delegated to qualified local office personnel or qualified on-scene personnel in the case of fire and some special use missions. In all circumstances a copy of the flight plan and the aircraft pre-accident plan will be immediately available to the assigned Aircraft Dispatcher. Every effort should be made to have only one Aircraft Dispatcher dedicated to flight following for the duration of the mission.

2. All aircraft will check in prior to take off and after landing. The aircraft will check in once it is airborne with Tail number, Actual time of departure, number of "Souls" on board, Fuel on board, and Estimated time en route to the incident or operations area and will report its position and heading every 15 minutes, or when a change of course direction is made. The position report should reference a known landmark, latitude and longitude (if known), and a course heading.

3. If the mission requires that the aircraft enter an area known to have radio transmission/reception difficulties, such as low-level missions for fire suppression or horse gathering, notification will be given to the aircraft dispatcher prior to entering that area. The mission may continue in radio silence for up to 30 minutes at which time the aircraft must return to a location where radio communications can be re-established.

4. If communication fails for any reason between the aircraft and the Aircraft Dispatcher, the mission will be terminated if communication cannot be re-established over the course of one check-in period. The Use of Air Guard to re-establish contact is appropriate. The Flight Manager/Chief of Party must exercise good judgment as to the route of return to the point of origin of flight. In some cases it may be prudent to land at a maintained airfield along the flight route to reestablish communications by telephone. Unless the airworthiness of the aircraft is a concern, the return route should not deviate from the known flight route, nor shall the flight continue without re-establishing communications.

D. SEARCH AND RESCUE:

If radio communications are lost with an aircraft or there is reason to believe an aircraft is down or missing, the Aircraft Dispatcher will initiate search and rescue procedures as outlined in the Aviation Incident/Accident Response Guide.

1. If an aircraft fails to report its location at the required 15-minute interval or is no longer active on AFF, the Aircraft Dispatcher will initiate radio contact.

2. If radio communications cannot be established after 10 minutes a telephone and expanded radio search will begin including contacting the following:

BLM Field Offices and Forest Service Ranger District Offices
Local airports
Vendor's home base
FAA in Grand Junction
Other aircraft if multiple flights are being followed
Originating or last dispatch center that handed the resource off if other than Craig Dispatch

3. If these efforts fail, the Aviation Officer will be notified and availability of search and rescue aircraft will be ascertained.

4. If the aircraft has not been contacted within two check-in intervals (total of 30 minutes), the aircraft will be considered lost and a search aircraft launched.

5. The search aircraft will precede to the last reported position and fly the remaining proposed route.

6. The appropriate Line Officer as well as State/Regional Aviation Personnel will be notified, if possible, prior to launching the search aircraft. In no case will S&R be delayed pending notification of Aviation Officer, Line Officer, or State/ Regional Aviation officers. The benefiting activity may be responsible for costs incurred for search and rescue operations generated by a failure to follow check-in procedure.

E. DOCUMENTATION AND PAYMENT PROCEDURES:

The Flight Manager (Government Representative) is responsible for verifying that flight services received are correct, and to document the proper information on the Aircraft Use Report (form OAS-23E).

AVIATION MANAGEMENT SYSTEMS (AMS):

The AMS enables the automated filing of aircraft usage reports with error checking & corrections. It also entails automated workflow & notifications, enhanced security, as well as advanced queries & reporting. Enhanced systems automation will enable automated invoicing, billing and collection. An overview of the procedures for AMS invoice process is provided here;

1. The government representative will fill out and sign a hard copy of the OAS-23E, provide the original to the vendor, and maintain a file copy.

2. Vendors will prepare and submit the electronic invoices in AMS for all contracts (ARA, On-call, Exclusive Use). Vendors will scan and attach the copy of the OAS-23E signed by the government representative, to each electronic invoice submission.

3. The Bureau/office signature on the OAS-23E serves as certification of flight services received. Bureau personnel will not function as electronic submitter, in AMS. OAS will validate each AMS invoice against the attached OAS-23E as well as maintain the electronic "approver" role.

4. There will be no paper invoices accepted for payment at OAS. To avoid duplication, no paper versions of the OAS-23E shall be mailed to OAS (the vendor is providing a scanned original OAS-23E in AMS with each electronic invoice submission).

A sample OAS-23E is shown in the Appendices.

Annual Flight statistics must be reported to the State Aviation Manager usually around the end of September for upward reporting to the NAO. See Annual Reporting Form in Appendix I. UAM is responsible for tracking and for the accounting of flight use statistics on the Unit during each Fiscal Year including rotor wing, fixed wing hours flown, gallons delivered, pounds of cargo, passengers etc.